MLC Staff Training Request Form

**Part I. Contact Information**

Contact Name:

Contact Phone:

Contact E-mail: Library System:

Library System Director

**Part II. Training Details: Location, Dates, and Number of Staff**

Location of Training (Library Branch Name & Address):

\*Note: All requests for training should be made one month in advance. Training Date Option 1:

Training Date Option 2:

Number of staff to be trained (estimate, if unsure):

Amount of time allotted for training:

1 hour

2 hours

1/2 Day

Full Day

Comments:

**Part III. Check the training topics you are requesting MLC staff to train on:**

MAGNOLIA

E-Books

Trustee Training

Customer Service

Story Time

Friends of the Library

Talking Book Services

Other (note in comments)

Additional Comments :

**Part IV. Equipment: Check the equipment that you have available for use at your library.**

Laptop Projector Speakers

E-Readers (only for E-Book Trainings)

Other/Additional Comments: